

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 11:</b> Independent Living	<b>Effective Date:</b> July 1, 2006
	<b>Section 3:</b> Emancipation Goods and Services	<b>Version:</b> 1

## POLICY **[NEW]**

The Indiana Department of Child Services (DCS) will make available funds up to \$1,000 per youth to purchase needed goods and services for:

1. Youth ages 16 to 21 who are receiving Chafee Independent Living (IL) services; and
2. Youth ages 18 and 21 previously in foster care who are receiving Chafee IL voluntary services.

DCS will make available the [Application for Emancipation Goods and Services \(SF52690\)](#) to DCS local offices and Chafee IL service providers.

DCS will assure that Emancipation Goods and Services (EG&S) funds are made available in every county and included in Chafee IL service provider contracts subject to the availability of funds.

### Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

## PROCEDURE

The Family Case Manager (FCM) will:

1. Make requests for funds for eligible Child in Need of Services (CHINS) or probation youth prior to case dismissal for goods and/or services such as a State ID, personal copy of the youth's birth certificate, tutoring, college application fees, driver's training, and work related items as needed;
2. Obtain approval or denial from the DCS Local Office Director or his or her designee for all EG&S requests that are received on behalf of a referred youth;
3. Approve only items named on the EG&S list and approve other items only with written approval from the IL Specialist attached; and
4. Maintain a copy of each [Application for Emancipation Goods and Services \(SF52690\)](#) that is approved or denied in the youth's case file and monitor expenditures for each youth.

The Chafee IL service provider will:

1. Make requests for funds for eligible youth prior to case dismissal for goods and/or services such as a State ID, personal copy of the youth's birth certificate, tutoring, college application fees, drivers education, and work related items as needed;
2. Make requests for goods and services for items identified on the [Application for Emancipation Goods and Services \(SF52690\)](#) for eligible youth receiving voluntary services as needed to expedite permanency;
3. Request approval from the IL Specialist for any goods and services not identified on the [Application for Emancipation Goods and Services \(SF52690\)](#) to determine if the item is

an appropriate Chafee expenditure prior to making a request of the DCS local office. Written approval for items not on the list must be included with the request; and

4. Ensure that all approved requests for EG&S are purchased within 45 days of the signed approval form. If the form is not dated by the approving authority, the purchases will be made within 45 days of the date requested.

The IL Specialist will:

1. Provide timely response to requests for goods and services not indicated on the [Application for Emancipation Goods and Services \(SF52690\)](#); and
2. Authorize additional funds in excess of \$1,000 when extenuating circumstances exist.

## **PRACTICE GUIDANCE**

### **Emancipation Goods and Services**

EG&S is a funding source to provide one-time goods and services that a youth may need as they become independent of the system. EG&S is not an ongoing funding source that may be accessed numerous times. Community resources should be considered when needs arise after the initial start-up assistance. There are many items available through community agencies at no cost, such as items for expectant mothers. Food pantries are also available in most communities and should be accessed when needed. Application for services through the Department of Family Resources should be encouraged when the situation warrants.

### **Approval Process**

DCS will designate one or more persons approved to sign the [Application for Emancipation Goods and Services \(SF52690\)](#) and track expenditures to assure that funds expended for EG&S do not exceed \$1,000 per youth from the first request to age 21 (twenty-one). Giving approval for items not on the form without prior approval of the IL Specialist will become an expense to the provider and will not be paid through Chafee funds. Requests for additional funds will be considered on a case-by-case basis by DCS Central Office staff only, based on availability of funds.

### **Items Not Included on the EG&S List**

Medical expenses, cell phones, car purchases and payments, or repairs on a vehicle not in the youth's name are items that may not be paid through Chafee funds. Post-secondary education items are not eligible to be funded through EG&S since they are available through the Education and Training Voucher program. See separate policy, [11.10 Education and Training Voucher Program](#).

### **Length of Approval**

Approval is good for 45 days from the date of signature. If the items are not purchased in that time period, a new request must be made. If the approval signature is not dated, items must be purchased within 45 days of the date of the request.

## **FORMS AND TOOLS**

[Application for Emancipation Goods and Services \(SF52690\)](#)

## **RELATED INFORMATION**

N/A